

Job Opportunity: Legal Officer

The Prince Edward Island Human Rights Commission is seeking a passionate and experienced individual to join our organization as a Legal Officer.

The Prince Edward Island Human Rights Commission is an independent, administrative tribunal with jurisdiction to investigate, adjudicate and educate on human rights issues in the province. We are currently seeking a skilled and dedicated Legal Officer to join our team. Reporting to the Executive Director, the Legal Officer will primarily be responsible for investigation of complaints as well as acting as legal counsel at quasi-judicial and judicial proceedings.

Applicants should demonstrate their ability to meet the key responsibilities of the Legal Officer Position.

Key Responsibilities

Investigation of Human Rights Complaints:

- Conduct thorough investigatory interviews with parties and witnesses.
- Evaluate evidence for relevance, accuracy, and completeness.
- Provide legal analysis of complaints under the *Human Rights Act*.
- Prepare balanced and concise investigation reports.
- Facilitate settlements using restorative conflict resolution skills.

Legal Counsel:

- Prepare cases for Panel Hearings, including witness preparation and document organization.
- Lead complaint cases during Panel Hearings.
- Present written and oral legal arguments.
- Manage witness examinations and cross-examinations.
- Represent the Commission at Judicial Reviews and Appeals.
- Draft legal documents including legal briefs, factums, and application records.
- Provide legal advice on human rights issues to Human Rights Commissioners.

Other Duties:

- Respond to inquiries and provide information about the *Human Rights Act*.
- Guide unrepresented parties through the process.
- Participate in Act, policy, and procedure evaluations.
- Conduct educational presentations on behalf of the Commission.

- Stay updated on human rights laws and decisions.
- Maintain accurate records of collected documents and actions on complaints.
- Respond to media requests and prepare press releases under the Executive Director's direction.
- Ensure service continuity during Executive Director's absence.
- Attend Commission meetings as required.

Minimum Qualifications:

- Bachelor of Laws or Juris Doctor degree.
- Eligibility for Membership in the Law Society of Prince Edward Island.

Skills and Abilities:

- Excellent English writing skills to produce plain language documents, legal briefs and decisions.
- Excellent English verbal communication skills, including oral advocacy and the ability to speak (telephone, virtual and in person) with other lawyers or unrepresented parties to elicit information and communicate difficult decisions.
- Ability to assess cases, make decisions and communicate those decisions in a timely manner.
- Understanding of the PEI *Human Rights Act*, provincial and federal human rights legislation, other relevant legislation, and common law.
- Understanding of and sensitivity to the basic principles of human rights.
- Knowledge of trauma informed and restorative practices.
- Ability to perform under minimal supervision.
- Ability to deal professionally with a wide variety of people of all backgrounds and abilities.
- General office skills, such as computer skills, typing skills, ability to operate office equipment.
- Bilingualism will be considered an asset.

Duration: This is a full-time position.

Location: 9 Pownal Street, Charlottetown, PEI C1A 0K2

Hours: Monday - Friday, 8 a.m. - 4 p.m. Some alternative hours may be required.

Remuneration: Lawyers with less than 5 years at the bar: \$72,969-\$91,241. Lawyers with 5 or more years at the bar: \$109,961 - \$137,456

Please submit your resume along with a cover letter explaining your qualifications and interest in this position to amksheen@peihumanrights.ca by **4pm September 22, 2023**.

The Human Rights Commission recognizes and values lived experience and encourages applicants of diverse backgrounds to apply.